

Child Care Center Licensing Orientation



Welcome to North Dakota's Child Care Center Licensing Orientation

Thank you for considering child care as your profession. The following slides are an introduction to the licensing process in our state.



As you move forward with your child care center plans, contact your county child care licenser for more information:

www.nd.gov/dhs/locations/countysocialserv/

For technical assistance contact Child Care Resource and Referral:

www.ndchildcare.org



Application

- Complete the front and back side of the Application To Be Licensed/Early Childhood Services form SFN 832
- Pay licensing fee of \$40
- Complete Health Information Certification form SFN 836
- Complete Authorization for Child Abuse and Neglect Background Check form SFN 508 for each staff member

Inspections

- Fire inspection
- Health inspection
- Building inspection - if applicable
- Child Care Licensing Study
- Verification of insurance



Child Care Staff Documentation

- Complete the Child Care Documentation Record SFN 343 or an equivalent form
 - Negative Mantoux Tuberculosis Testing
 - CPR and First Aid received by the American Heart Association, American Red Cross, or any other programs approved by the department
- *CPR and First Aid may not be internet certified

Staff Qualifications

- Director
 - Supervisor
 - Staff Member
-
- Staff qualifications vary based upon job responsibilities.



Director

- Bachelor's degree in the field of early childhood education with 8 or more weeks of supervised student teaching experience in a child care center or similar setting, or
- Bachelor's degree with at least 24 semester hours or 30 quarter hours in child development, child psychology, or fields directly related thereto, with at least 6 months of experience in a child care center or similar setting, or
- Associate degree in the field of early childhood development with at least 6 months of experience in a child care center or similar setting, or

Director Continued

- A teaching certificate in elementary education with at least 6 months of experience in a child care center and at least 12 semester hours or 15 quarter hours in child development, child psychology, early childhood education, or related fields, or
- Certification as a child development associate or similar status where such a local, state, or federal certification program exists, with at least one year of experience in a child care center or similar setting, or

Director Continued

- Bachelor's degree with at least 12 semester hours or 15 quarter hours in child development, child psychology, or fields directly related thereto, with at least one year of experience in a child care center or similar setting, or
- Certification for a Montessori teacher training program with at least one year experience in a Montessori school, child care center, or similar setting at least 12 semester hours or 15 quarter hours in child development, child psychology, early childhood education, or related fields.

Supervisor

- Associate degree in the field of early childhood development, or
- Certification as a child development associate or similar status where such a local, state, or federal certification program exists, or
- Certification from a Montessori teacher training program, or
- High school diploma or high school equivalency with at least 1 year of experience in a child care or similar setting.



Caregiver/Staff Member

- 14 years of age, provided that each such individual under age 16 has written parental consent for such employment, and the employment arrangement comply with NDCC chapter 34-07, and
- Be mentally, physically, and emotionally able to provide adequate care for the children under supervision, and

Caregiver/Staff Member Continued

- Certify annual attendance at approved training related to child care, and
- Shall not use or be under the influence of any alcohol or judgment-altering drugs while children are in care, and
- At no time place a child in an environment that would be harmful or dangerous to a child's physical or emotional health.

Caregiver/Staff Training

Position	Hours worked per week	Required Training
Director	NA	13 hours
Supervisor	NA	13 hours
Caregiver	30 to 40 hours	13 hours
Caregiver	20 to 30 hours	11 hours
Caregiver	10 to 20 hours	9 hours
Caregiver	Less than 10 hours	7 hours

Caregiver/Staff Training Cont.

- If staff has not worked for one full year, the training is prorated.
- A maximum of 2 hours of approved training per year for books, and videos.
- Training is calculated by licensing year.
- CPR and First Aid are not counted towards annual training hours



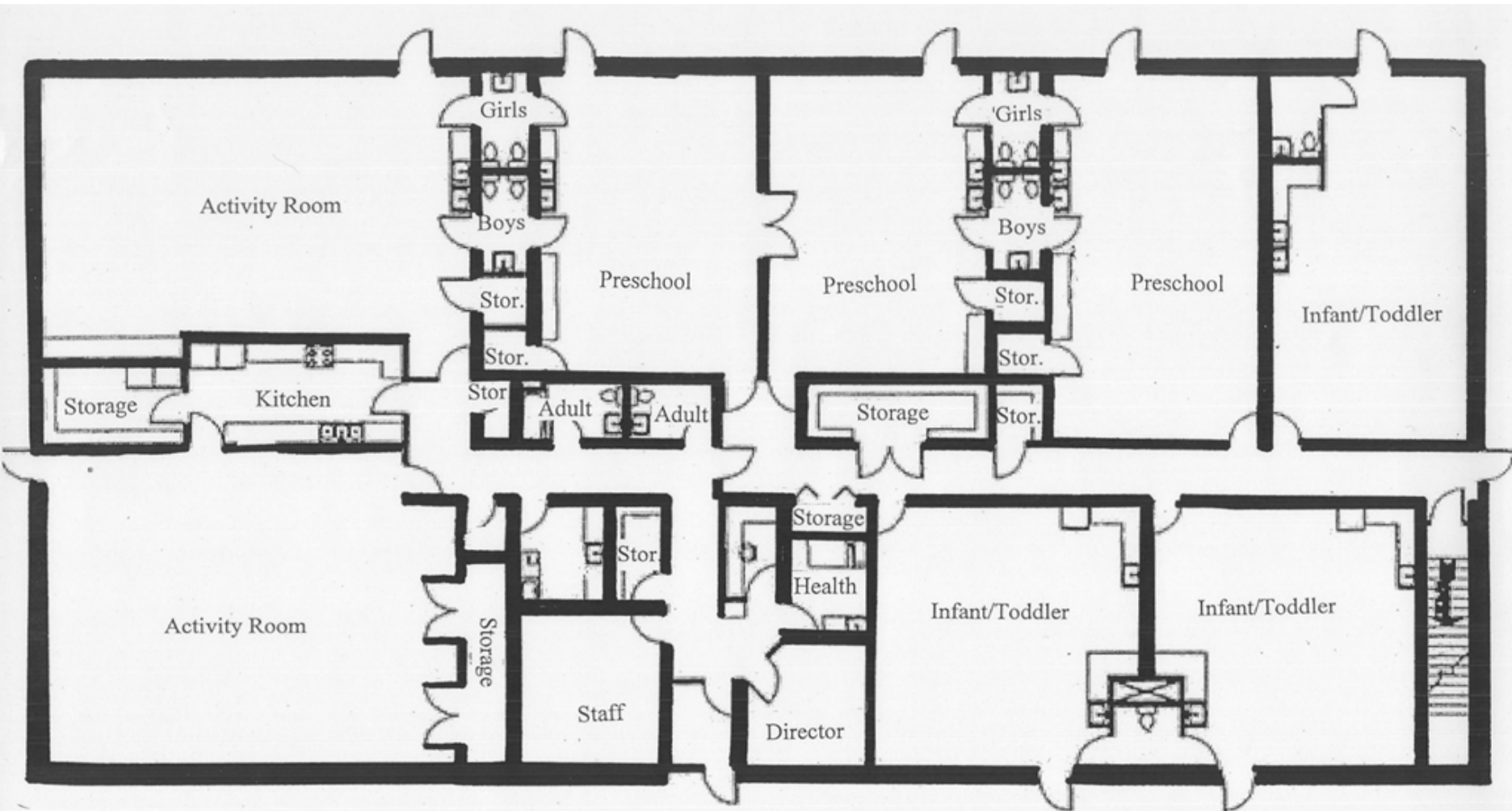
Indoor Space

- A minimum of 35 square feet of useable space per child
- Areas not to be included in square footage
 - Bathrooms
 - Pantries
 - Passage ways leading to outdoor exits
 - Areas occupied by furniture or appliances that children should not play on or under
 - Areas which are not exclusively used for child care
 - Sleeping areas which are used only for that purpose
 - Space children are not permitted to occupy

Floor Plan Requirements

- Dimensions of the room
- Existing walls and partitions
- Exits and doors
- Windows
- Bathrooms
- Existing/permanent furnishings
- Fire extinguishers

Example of a Floor Plan



Dividing Space

- Areas may be divided using items that are above the eye level of the children served in that area
 - Shelves
 - Accordion doors
 - Movable walls
 - Half walls

Outdoor Space

- Minimum of 75 square feet of usable play space per child
- If the outdoor play area is limited in space, a written schedule of outdoor play time giving every child an opportunity to play outdoors is acceptable
- If area is unsafe, a fence will be required
 - Busy street
 - Railroad tracks
 - River, lake, or water hazard
 - Etc.

Staffing Ratios

All Children Same Age

0-24 months = 1 staff member per 4 children

2- 3 years = 1 staff member per 5 children

3- 4 years = 1 staff member per 7 children

4- 5 years = 1 staff member per 10 children

5- 6 years = 1 staff member per 12 children

6-12 years = 1 staff member per 18 children

Calculating Ratios For Mixed Age Groups

Each child 0-24 months is assigned	.25
Each child 2-3 years is assigned	.20
Each child 3-4 years is assigned	.14
Each child 4-5 years is assigned	.10
Each child 5-6 years is assigned	.08
Each child 6-12 years is assigned	.05

Calculation of Child/Staff Ratios

# of Children	Points per child	Number of staff required
0-2 years _____	x .25 = _____	
2 years _____	x .20 = _____	Up to 1.34 = 1
3 years _____	x .14 = _____	1.35 – 2.34 = 2
4 years _____	x .10 = _____	2.35 – 3.34 = 3
5 years _____	x .08 = _____	3.35
6-12 yrs _____	x .05 = _____	
	Total _____	

Maximum Group Size

0-2 years	8 Children
2-3 years	10 Children
3-4 years	14 Children
4-5 years	20 Children
5-6 years	24 Children
6-12 years	36 Children

Group size must be consistent with the age of the majority of children. However, if there are any infants or toddlers in the group the maximum group size for infants and toddlers must be followed.

Both staff child ratio and maximum group size must be considered when determining the number of staff needed.

Child Enrollment Forms

- Child Information Sheet (SFN 845)
- Parent's Statement on Health of Child (SFN 847)
- Immunization Records
 - Utilizing own forms? See North Dakota Administrative Code (NDAC) 75-03-10-22 for the required items to include

Operator Responsibilities

- Develop and maintain written policies/procedures related to children's activities, care, enrollment, responsibilities, and rights of staff and parents
- Maintain attendance, health, financial, and other related records
- Have each caregiver, staff member, and/or volunteer complete the authorization for child abuse/neglect background check (SFN 508)

Operator Responsibilities Cont'd

- Maintain information verifying staff qualifications
- Develop written policies/procedures on how to respond to accidents/illnesses
- Inform parents of policies, fees, procedures, name, address, phone number of operator and director
- Complete written agreements with parents for fee payments, method of payments, policies for delinquent fees, etc.

Operator Responsibilities Cont'd

- Provide unlimited access and opportunities for parents to observe their child while in care
- Develop procedures for accountability when an unattended child fails to arrive
- Develop procedures for staff to report child abuse/neglect



Emergency Policies

- Written policies for the following:
 - Emergency medical care
 - Fire evacuation
 - Tornado drills
 - Weather cancellations



Program Requirements

- Written and planned activities to promote:
 - Physical Development
 - Emotional Well-Being
 - Language Development
 - Self Discipline
 - Problem Solving Skills
 - Cognitive Skills
 - Social Skills



Program Continued

- Written program is made available to parents
- Program is flexible and developed in consultation with parents regarding their children's needs
- Cultural diversity included in program
- Program encourages parents to visit while children are in care
- Balance of indoor/outdoor, quiet/active play, and individual/group activities
- Adequate napping arrangements and area for supervised play for those unable to rest

Nutrition

- Meal patterns meet USDA standards
www.nal.usda.gov/childcare/cacfp/index.html
- Menu planning and feeding schedules include information from parents to be tailored to the child's needs
- The Department of Public Instruction (DPI) Child and Adult Care Food Program can help subsidize food costs, for further information contact Child and Nutrition Food Distribution at 1-701-328-3237 or
www.dpi.state.nd.us/child/cacfp/index.shtm

Child Care Assistance Subsidy

- Complete the W-9 form and send it to: DHS-Childcare Assistance, 600 East Boulevard Avenue Dept. 325, Bismarck ND 58505
- Parent/guardian of child applies for the subsidy and supplies eligibility worker with needed documentation each month
- Provider fills out and signs the Child Care Billing Report every month - SFN 616
 - Hours of care need to be noted each day
 - If child is on vacation (v) or sick (s) insert the proper code for that day

Child Care Assistance Subsidy Continued

- Parent/guardian submits the Child Care Billing Report form with the necessary documentation to their eligibility worker at the beginning of each month
 - Eligibility workers have 10 working days to process the paperwork after they have received **all** necessary documents
- Payments vary according to a sliding fee schedule and maximum allowable payments
- Payments may vary based on parent/ guardians income, hours of activity/work, and hours child is in care

Thank you for taking the time to view North Dakota's Child Care Center Licensing Orientation.

We look forward to assisting you in becoming a licensed child care center in our state.



For further information on licensing rules
contact your county child care licenser:

www.nd.gov/dhs/locations/countysocialserv/

For technical assistance contact Child Care
Resource and Referral: www.ndchildcare.org

Eastern ND 1-800-452-3646

Western ND 1-888-223-1510



Early Childhood Services Office
Dept of Human Services
600 East Boulevard Ave, Dept 325
Judicial Wing, Capitol Bldg
Bismarck, ND 58505-0250
Phone: 701-328-3541
In ND: 800-245-3736
Fax: 701-328-3538
Website: <http://www.nd.gov/dhs/services/childcare/>

